

**MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT, CL 19**

Middlesex Community College is recruiting to fill a permanent full-time Administrative Assistant position.

Open to: Candidates who have passed the administrative assistant exam and/or on the current certification list.

Location: Middletown, CT

Reports to: The Dean of Students

Hours: 8:00 a.m. to 4:30 p.m. (half hour unpaid lunch break)

Starting Salary: \$52,364.00

Closing Date: December 18, 2014

General Knowledge: Considerable knowledge of office administration and management; Considerable knowledge of proper grammar, punctuation and spelling; Ability to operate office equipment (word processor, computer terminals, or other automated equipment); Excellent interpersonal skills which will require the ability to accurately give and receive information. Creating and typing confidential correspondence and filing.

Preferred Skills and Ability: Manage a multitude of activities under the Office of the Dean of Students. Work closely with the Dean of Students departments including Financial Aid, Records, Admissions and Career Counseling; working with our student population.

The Administrative Assistant to the Dean of Students duties include arranging and coordinating meetings (including space and equipment); event planning including mandatory graduation preparations; research, assemble and coordinate meeting materials (e.g. charts, graphs, reports); take notes and write minutes of meetings, lectures, conferences, etc. from rough draft if requested; maintain budget line items; makes travel arrangements, and troubleshoots for the Dean. Duties are subject to change based on the needs of the office and the college community.

General Experience:

Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitutions Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Eligibility Requirement:

Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Send letter of intent, State of CT application (available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), resume, and the names of and contact information for three references to:

Noreen Wilson
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or email to MX-HR-Recruitment@mxcc.edu; or fax (860) 343-5870

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Middlesex Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Dr. Adrienne Maslin, Title IX and Section 504/ADA Coordinator for students (Phone: 860-343-5759), Email: AMaslin@mxcc.edu), and Mary Lou Phillips, ADA Coordinator/Title IX and Section 504 Assistant Coordinator for faculty and staff (Phone: 860-343-5751, Email: MPhillips@mxcc.edu), Middlesex Connecticut Community College, 100 Training Hill Road, Middletown, CT 06457.